



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

035

Date: June 25, 2009

TO: ALL MISSION PERSONNEL

FROM: JOHN K. MADDEN – HUMAN RESOURCES OFFICER

**SUBJECT: EXPEDITER/CHAUFFEUR AT THE OVERSEAS BUILDINGS
OPERATIONS OFFICE**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Expeditor/Chauffeur at Overseas Buildings
Operations Office (OBO)

OPEN TO: All interested Candidates

GRADE LEVEL: FSN-05, FP-09* (Full performance level)

WORK HOURS: Full Time, 40 hours per week

OFFICE LOCATION: New Embassy Compound (NEC)

OPENING DATE: Immediate

DEADLINE: July 12, 2009 at 6 P.M. Kyiv time

**FP-09 is subject to confirmation with Washington.*

IMPORTANT NOTE: *These positions will be staffed ONLY for the period of NEC construction (approximately 36 months) and will be eliminated upon completing the construction project.*

IN ORDER TO BE CONSIDERED FOR THIS POSITION, ALL INTERESTED CANDIDATES MUST BE **ELIGIBLE** FOR EMPLOYMENT IN UKRAINE AT THE TIME OF SUBMITTING APPLICATION.

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS ARE REQUESTED TO ATTACH COPY OF THEIR **RESIDENCY PERMIT** TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

This is a mixed position that will have driving and expediting responsibilities. The OBO Driver/Expediter will be responsible for assisting incoming and outgoing official USG personnel and visitors at the local airports and/or train stations, including providing transportation, expediting check-in procedures, facilitating clearance of bags through customs and assisting with immigration formalities. This position will also be responsible for working with Embassy staff to expedite shipping and customs paperwork, and other logistical tasks.

MAJOR DUTIES AND RESPONSIBILITIES:

- Expedites customs and immigration formalities for personnel and VIP visitors at local airports and railway stations, using knowledge of Ukrainian regulations, procedures, and local personnel. Also assists in special departure procedures such as medical evacuation. When necessary, resolves visa matters, working with management and the MFA. Provides ground transportation to and from the airport, as necessary. For VIP visits, coordinates logistics of arrivals and departures of visiting delegations with the assigned control officer. Provides ground transportation, as necessary. For VIP visits, coordinates logistics of arrivals and departures of visiting delegations with the assigned control officer. Provides ground transportation, as necessary. Develops and maintains a wide range of working contacts with Ministry of Foreign Affairs Officials, airport personnel, at railway stations, including airport and civil aviation authorities, immigration and customs officials. Must maintain appropriate contacts to ease passage and resolve unanticipated problems. Works with Embassy GSO staff to expedite shipping and customs paperwork, and perform other duties to support project logistics. **50%**
- Works as a driver, when not expediting travelers **40%**
- Performs routine vehicle checks and takes vehicle for maintenance. **5%**
- Other duties as assigned. **5%**

REQUIRED QUALIFICATIONS:

EDUCATION:

- Completion of secondary school is required.

WORK EXPERIENCE:

- 5 years progressively responsible experience – 4 years of driving and at least one year of customer service in related industry is required.

LANGUAGE:

- Level III English, Ukrainian and Russian (good working knowledge) is required.

KNOWLEDGE:

- Good knowledge of automotive operation, safety and maintenance practices. Must hold a driver license in category B and D. Must have knowledge of Ukrainian airport regulations and procedures for clearing through customs and immigration.

SKILLS AND ABILITIES:

- Must exercise tact and diplomacy dealing with host government officials. Must have a valid driver license. Requires basic computer skills.

APPLICATION AND SELECTION PROCESS:

✓ Interested applicants should fax or mail their *current résumé* and *letter of interest* **in English** to the Embassy Human Resources Office, American Embassy, 4 Hlybochyts'ka St., fax # 490-4085. Applications can be also sent by e-mail to: KyivHR@state.gov

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Applications and letters that are *inadequate or incomplete* will not be considered. Only those applicants who are selected for interviews will be contacted.

✓ If you are already employed by the U.S. Embassy, please send a *short memorandum* and *updated résumé* to the Human Resources Office to indicate your interest in this vacancy.

- ✓ Initial screening will be based on the curriculum vitae or résumé and letter of interest. Candidates ranked highest may be invited to meet with HR staff and to take tests as appropriate. Those ranked highest may then be referred for interviews.
- ✓ If two or more US Citizen EFM or US Veteran applicants are being considered for employment, the Post Employment Committee will meet to interview and rank candidates and make a recommendation for employment to the supervisor.
- ✓ Management will consider additional selection criteria that may include issues of *conflict of interest, nepotism and budget implications*.

ADDITIONAL SELECTION CRITERIA:

- ! Current employees serving a *probationary period* are not eligible to apply for this position.
- ! U.S. Veterans and US Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with U.S. law and State Department Regulations. Candidates who claim *U.S. Veterans preference* must provide a copy of their Form DD-214 with their application.
- ! US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- ! US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.

CLEARED: LWalkup - OBO (by e-mail)
 SEinhorn - FMO